ROLES and RESPONSIBILITIES for ENGINEERING TECHNICAL ASSISTANCE to USDA PROGRAM PARTICIPANTS (SOURCE 4)

USDA PROGRAM PARTICIPANT HIRES a NON-NRCS ENGINEER and PAYS THEM using THEIR OWN FUNDS

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Policy: National Engineering Manual, Part 505, Non-NRCS Engineering Services

USDA Program Participant Responsibilities

1. Allow access to the site by NRCS and non-NRCS engineer staff.
2. Provide backhoe for performance of any subsurface investigations needed to complete the design.
3. Recognize that the design will be based on the size and location information for the practice included in the Conservation Plan, Comprehensive Nutrient Management Plan, Wetlands Reserve Plan of Operations, or other document upon which the USDA Program contract was based. These plans reflect decisions made by the USDA Program Participant.
4. Accept full responsibility to negotiate and reach agreement on cost and terms of assistance with non-NRCS engineer providing engineering technical assistance.
5. Accept full responsibility for payment to the non-NRCS engineer providing engineering technical assistance.
6. Agree that construction will not begin until NRCS accepts final design/construction drawings.
7. Obtain and comply with all permits.
8. Hire a construction contractor to install the practice(s) in accordance with the approved construction drawings and specifications.
9. Provide anticipated construction dates to non-NRCS engineer providing engineering technical assistance and servicing NRCS office.
10. Participate in the pre-construction meeting with non-NRCS engineer providing engineering technical assistance and construction contractor.
11. Provide servicing NRCS office with a copy of the "As Built" drawings, a copy of the applicable documentation required in the practice standard(s), and a copy of the construction documentation required in the inspection (quality assurance) plan prepared by the non-NRCS engineer providing engineering technical assistance.
12. Ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by NRCS. Agrees that NRCS will not certify cost share payment until deficiencies are corrected.
13. Sign block 27 “Certification by Participant” on the CCC-1245, Practice Approval & Payment Application form.
14. Follow the operation and maintenance plan for the practice(s) included in the construction drawings.

Non-NRCS Engineer Responsibilities (does NOT need to be a certified TSP through TechReg)

DESIGN

1. Conduct surveys and investigations necessary to develop the design and construction drawings.
2. Prepare the design in accordance with NRCS standards and specifications.
3. Include Professional Engineer signature and seal on all sheets of the construction drawings and cover sheet of construction specifications.
4. Include the following statement on the cover sheet of construction drawings along with a list of the applicable NRCS standards:

> *To the best of my professional knowledge, judgment and belief, the design, construction drawings and specifications meet applicable NRCS standards and specifications.*
>
> *Iman Engineer, P.E.* _____ *Date* _____

5. Include the following statement on the cover sheet of the construction drawings for NRCS to sign when final design/construction drawings are acceptable:

   NRCS is accepting these construction drawings and specifications on the basis that they have been signed and sealed by a registered professional engineer. Based on the information provided by the professional engineer, the construction drawings and specifications appear to meet applicable NRCS standards and specifications. Any deficiencies in the design, construction drawings or specifications are the responsibility of the professional engineer whose seal appears on the construction drawings.

   NRCS Representative _____ *Date* _____

6. Submit final design/construction drawings to NRCS for functional review and acceptance.
7. Develop an engineer's cost estimate for the project.
8. Develop an operation and maintenance plan for the practice(s) included in the construction drawings.
9. Prepare an inspection (quality assurance) plan describing the inspection items, documentation requirements, and the qualifications required of those doing the inspection.
10. Provide technical information needed by the USDA Program Participant to acquire practice-related permits.
11. Provide copies of approved construction drawings, specifications, and operation and maintenance plan(s) to USDA Program Participant and servicing NRCS office.

CONSTRUCTION and CHECKOUT

1. Conduct pre-construction meeting with USDA Program Participant and construction contractor.
2. Perform construction inspection (quality assurance) duties including layout survey, maintenance of construction documentation, approval of changes during construction, and checkout survey.
3. Prepare and submit to the USDA Program Participant "As Built" drawings, a copy of the applicable documentation required in the practice standard(s), and a copy of the construction documentation required in the inspection (quality assurance) plan. Include the following statement either on the cover sheet of the "As Built" drawings or in a letter attached to the "As Built" drawings:

   To the best of my professional knowledge, judgment and belief, these practices are installed in accordance with the construction drawings and specifications and meet NRCS standards.

   Iman Engineer, P.E. _____ *Date* _____

4. Work with the USDA Program Participant to ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by NRCS. Note that NRCS will not certify cost share payment until deficiencies are corrected.

NRCS

Field Office

1. Review this fact sheet with the USDA Program Participant.
2. Maintain Assistance Notes or CONS-6 notes through design, construction, and checkout.
3. Provide to the USDA Program Participant copies of any existing case file records relevant to the engineering technical assistance being provided by the non-NRCS engineer.
4. Notify USDA Program Participant of any deficiencies in a timely manner.
5. Certify installation for USDA Program cost share. Sign block 16 "Technician's Signature" and block

25 "Payment Approved" on the CCC-1245, Practice Approval & Payment Application form, **after** functional review shows "As-Built" drawings are acceptable.

6. Report progress in PRS.

Field or Area Office

1. Provide USDA Program Participant and/or non-NRCS engineer access to copies of NRCS standards, specifications, standard drawings, software and other design aids used by NRCS. Costs for reproduction of these materials are the responsibility of person making the request.
2. Conduct a functional review of the final design/construction drawings prepared by the non-NRCS engineer. Accept design/construction drawings when review of function is satisfactory. Acceptance will include statement:

   NRCS is accepting these construction drawings and specifications on the basis that they have been signed and sealed by a registered professional engineer. Based on the information provided by the professional engineer, the construction drawings and specifications appear to meet applicable NRCS standards and specifications. Any deficiencies in the design, construction drawings or specifications are the responsibility of the professional engineer whose seal appears on the construction drawings.

   NRCS Representative _____ *Date* _____

3. Conduct quality review of the installed practices during and/or after construction as deemed necessary by NRCS. Quality reviews conducted during construction will NOT be a substitute for non-NRCS engineer's construction inspection (quality assurance) responsibilities or contractor's quality control responsibilities.
4. Conduct a functional review of the practices based on "As Built" drawings and construction documentation.